



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PAROLE & PROBATION DISTRICT ADMINISTRATOR III	44*	A	12.602
PAROLE & PROBATION DISTRICT ADMINISTRATOR II	43*	A	12.605
PAROLE & PROBATION DISTRICT ADMINISTRATOR I	42*	A	12.606

### SERIES CONCEPT

District Administrators are responsible for the overall operation of their assigned district within the Parole and Probation Division, which includes staffing levels; budget preparation and administration; work review and approval; liaison activities with the local judicial system, law enforcement, human services agencies and the community; development of regional policies and procedures; development, implementation and evaluation of programs; and statistical data gathering to develop and monitor district goals and objectives.

Plan, implement and direct staffing levels and work assignments of district staff through Unit Managers and Operations Supervisors to ensure appropriate coverage, taking into consideration such factors as turnover, fiscal constraints and existing staff caseloads; ensure the mission of the division is achieved and the community is protected.

Develop and administer the District budget based on existing and long-range goals and objectives of the division; utilize historical data, current budget and projected needs regarding staffing levels, programs, caseloads, population growth, crime statistics, prison population, equipment needs, and input from the criminal justice system; provide justification and present to administration and assist in the development of budgets.

Establish, implement and interpret District policy and procedure based on established federal and State laws, the judicial system, Parole Board, needs of the district to ensure consistency throughout the district in relation to the supervision, incarceration and programming of offenders; formulate policies and procedures in relation to the mission of the division.

Develop and implement parole and probation programs regarding the supervision and rehabilitation of offenders, staff development and training and available community services; establish objectives, time frames, procedures and accountability for each program.

Ensure enforcement activities are conducted within established policy and procedure and that they meet federal and State laws and mandates.

Perform related duties as assigned.

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### CLASS CONCEPTS

**Parole & Probation District Administrator III:** Under administrative direction of a Deputy Chief, Parole and Probation, the District Administrator III performs the full range of duties described in the series concept in the Las Vegas District Office. The District Administrator III is distinguished from the District Administrator I and II by the size of the district staff of over 150, with a caseload of over 3,000. In addition,

\* Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.

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### **CLASS CONCEPTS (cont'd)**

#### **Parole & Probation District Administrator III** (cont'd)

the Las Vegas District Office is more complex in terms of the size of the district court system; enforcement activities conducted by the District staff regarding arrest, detention, and revocation and ensuring proper procedures, time frames, and statutory requirements are met; the variety of programs area; and staff training requirements.

**Parole & Probation District Administrator II:** Under administrative direction of a Deputy Chief, Parole and Probation, the District Administrator II performs the full range of duties described in the series concept in the Reno District Office. The District Administrator II is distinguished from the District Administrator I by the variety of special programs in the district, a staff of at least 40 with a caseload of over 1,500. Problem solving at the District Administrator II level is more complex based on the constant potential for conflict and the need for resolution.

**Parole & Probation District Administrator I:** Incumbents at this level in the series work under the direction of a higher level Parole & Probation District Administrator or a Deputy Chief, Parole and Probation and either:

- (1) Perform the full range of duties described in the series concept and supervise a staff of at least 25 with a caseload of at least 300 in a small urban area such as Elko or Carson City; or
- (2) Manage the daily activities and personnel of a Parole and Probation function in a large metropolitan district with staff specializing in Field Services or Court Services, involving casework investigation, and enforcement of State laws and Parole and Probation rules.

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### **MINIMUM QUALIFICATIONS**

#### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must first submit to a pre-employment screening test for controlled substances.
- \* Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* A quarterly qualifying score of 70 or better with a firearm will be required.

#### **PAROLE & PROBATION DISTRICT ADMINISTRATOR III**

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major coursework in criminal justice, psychology, sociology, social services, business administration, public administration or related field and two years of supervisory experience equivalent to Parole and Probation District Administrator I in a parole or probation, law enforcement, correctional, or comparable setting which involved the formulation and implementation of policy and procedure, development and administration of budgets, the statistical analysis and projection of trends in supervision and program needs of offenders, and that required extensive interaction with the judicial system, local law enforcement, social service agencies, the news media and the community; **OR** one year as a Parole and Probation District Administrator I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

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### MINIMUM QUALIFICATIONS (cont'd)

#### PAROLE & PROBATION DISTRICT ADMINISTRATOR III (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Knowledge of:** the current principles and practices of parole and probation; casework techniques, supervision, enforcement and investigative techniques as applied to parole and probation. **Ability to:** take a leadership role in the development of district policy and procedure; communicate effectively division goals and objectives; apply statistical analysis in formulating program goals and budgetary needs; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Knowledge of:** division policy and procedure; federal and State laws regarding parole and probation in the State of Nevada; the State Administrative Manual rules and regulations as they pertain to the administration of a Parole and Probation District office. **Ability to:** project trends in community supervision requirements; coordinate and provide timely court services; create open channels of communications and exchange information with district judges; identify and ascertain the individual characteristics and needs of assigned district.

#### PAROLE & PROBATION DISTRICT ADMINISTRATOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major coursework in criminal justice, psychology, sociology, social services, business administration, public administration or related field and one year of supervisory experience equivalent to Parole and Probation District Administrator I in a parole or probation, law enforcement, correctional or comparable setting which involved the formulation and implementation of policy and procedure, development and administration of budgets, the statistical analysis and projection of trends in supervision and program needs of offenders, and that required extensive interaction with the judicial system, local law enforcement, social service agencies, the news media and the community; **OR** one year as a Parole and Probation District Administrator I in Nevada State service; **OR** two years as a Parole and Probation Unit Manager in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Knowledge of:** accounting principles and practices; planning and research techniques; criminal law and the legal rights of citizens; community resources and available programs; statistical analysis techniques. **Ability to:** formulate policy and procedure; develop effective training programs; recommend sound and defensible recommendations to the District Courts or the Parole Board regarding incarceration, parole or probation, status of discharge from supervision and the issuance of a warrant; establish a system of accountability and evaluation for staff responsibilities; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Knowledge of:** research methodology required to establish program evaluation techniques; the dynamics of personal interaction and conflict resolution; division policy and procedure; the district court system; local law enforcement and social service agencies as they relate to the function of the district's parole and probation services and programs. **Ability to:** project staffing requirements based on statistical data and trends in the criminal justice system; maintain effective channels of communication with local law enforcement, the judicial system, Parole Board, State and local agencies, human resources agencies, the media and the general public; develop methods for obtaining statistical data and to effectively utilize in managing the district; develop district goals and objectives.

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### MINIMUM QUALIFICATIONS (cont'd)

#### PAROLE & PROBATION DISTRICT ADMINISTRATOR I

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major coursework in criminal justice, psychology, sociology, social services, business administration, public administration or related field and one year of supervisory experience equivalent to the Parole and Probation Unit Manager level in an parole or probation, law enforcement, correctional or comparable setting which involved the formulation and implementation of policy and procedure, development and administration of budgets, the statistical analysis and projection of trends in supervision and program needs of offenders, and that required extensive interaction with the judicial system, local law enforcement, social service agencies, the news media and the community; **OR** one year as a Parole and Probation Unit Manager in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** criminal law and the judicial system. **Knowledge of:** supervisory principles and practices; accounting methods and procedures; current casework techniques and programming opportunities of offenders; drug testing methods and procedures; enforcement techniques. **Ability to:** establish and maintain positive community relations; develop policy and procedure to meet the on-going needs of assigned district or function; react appropriately in emergency situations to ensure the safety of staff and the community; prepare and present budget proposals and justification.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Knowledge of:** division policy and procedure; district guidelines; the district's judicial structure; federal and State law regarding the supervision of offenders and protection of the community; the Nevada Administrative Manual; local social service and rehabilitation agencies; the budgetary process. **Ability to:** effectively supervise district staff to ensure the mission of the division is met; interpret and disseminate policy and procedure to staff, judicial system, local enforcement agencies and the community; maintain cooperative working relationships; administer the district budget; develop and implement district policy and procedure; establish community service and employment opportunities for district parolees and probationers; develop and maintain internal controls to ensure proper case management and tracking system; perform statistical analysis and to determine the future needs of assigned district.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	8/28/86R 1/30/87PC	6/7/71	6/7/71
REVISED:		9/21/72	9/21/72
REVISED:		6/29/73	
REVISED:		2/26/76	2/26/76
REVISED:		11/30/79R	11/30/79P
		4/25/80PAC	4/25/80PAC
REVISED:		1/16/87R	1/16/87R
	4/14/87-3	4/14/87PC	4/14/87PC
REVISED:	8/6/87-3	8/6/87-3	8/6/87-3
REVISED:	7/1/91P	7/1/91P	7/1/91P
	10/19/90PC	10/19/90PC	10/19/90PC
REVISED:	11/15/91PC	11/15/91PC	11/15/91PC
REVISED:	7/1/97LG	7/1/97LG	7/1/97LG
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC
REVISED:	5/25/01UC	5/25/01UC	5/25/01UC
REVISED:	7/1/01LG	7/1/01LG	7/1/01LG